



C O M P R E F O R M A C T I O N B U L L E T I N

Bulletin No. 1

TO: Agency HR Directors

FROM: Sara Redding Wilson
Director, Department of Human Resource Management

DATE: August 7, 2000

RE: CRT Training

As we continue to prepare for statewide implementation of the new compensation management system on September 25, 2000, we will maintain direct communications with you regarding our progress, with a special focus on how this plan may directly affect your agency's operations. **This is the first of several Compensation Reform Action Bulletins you will receive in that regard. Please save copies of each bulletin in a notebook or folder for future reference.** Additionally, we will share with you information about support that is available to assist you with your own agency-based implementation efforts.

In order to facilitate Compensation Reform training, each state agency should have already identified and registered Compensation Reform Trainers (CRTs). If you have not yet done so, please contact Kevin Gresham at 804-225-2157 for enrollment assistance.

Throughout the month of August, each CRT will attend a three-day training session on the Compensation Reform System. At the conclusion of the this training session, CRTs will be able to:

- Demonstrate knowledge of the Compensation Reform System
- Present and facilitate Compensation Reform training to employees, managers, and executives
- Use course materials and exercises developed for the Compensation Reform training
- Explain Compensation Reform to others
- Apply adult learning principles during CRT train-the-trainer practice sessions and during Compensation Reform training sessions
- Communicate and model a change management process for Compensation Reform
- Describe the philosophical shift from the old pay and performance management processes
- Describe the CRT's role in the continued development of the new system and as an advocate and coach for other employees

continued

Following are the dates and locations of the CRT training sessions:

DATES	LOCATION
August 7-9	New River Community College, Dublin
August 7-9	Dept of Health, Bristol
August 7-9	Marine Resources Commission, Newport News
August 8-10	PDS, James Monroe Building, Richmond
August 8-10	PDS, James Monroe Building, Richmond
August 8-10	VDOT Equipment Division, (Fulton), Richmond
August 9-11	George Mason University, Fairfax
August 14-16	Social Services-Piedmont Regional Office, Roanoke
August 14-16	Social Services-Northern Regional Office, Warrenton
August 14-16	Marine Resources Commission, Newport News
August 15-17	VDOT Equipment Division, (Fulton), Richmond
August 15-17	VEC, Richmond
August 16-18	PDS, James Monroe Building, Richmond
August 16-18	VDOT Materials Division, (Sandston), Richmond
August 21-23	Social Services-Western Regional Office, Abingdon
August 22-24	VDOT Equipment Division, (Fulton), Richmond
August 23-25	VDOT Materials Division, (Sandston), Richmond
August 28-30	PDS, James Monroe Building, Richmond
August 28-30	PDS, James Monroe Building, Richmond
August 28-30	VDOT Materials Division, (Sandston), Richmond
August 29-31	VDOT Equipment Division, (Fulton), Richmond
Aug 30-Sep 1	VDOT Sandston Residency, Richmond

Agency CRTs can begin internal training of selected managers and staff once they have completed this three-day session. You may want to customize the training materials to best meet the needs of your executives, managers and employees. We encourage you to meet with your CRTs before they begin training to ensure you have a cohesive training strategy and consistent approach to deliver the course content.

Thank you for your ongoing cooperation throughout this transition period. Upcoming *Comp Reform Action Bulletins* will cover the Human Resource Management Manual, Agency Plans and Recruitment.

cc: Cabinet Secretaries
Agency Heads